



## THE CITY OF NEWBURGH PERMIT APPLICATION

1. Check where applicable.  
Complete all questions.  
Print or type
2. \$50.00 fee must be  
submitted with  
application.
3. Permit must be submitted  
at least two weeks prior  
to event

1. **NAME OF ORGANIZATION:** \_\_\_\_\_
2. **TYPE:** not for profit \_\_\_\_\_ community \_\_\_\_\_ church \_\_\_\_\_ club \_\_\_\_\_
3. **ADDRESS:** \_\_\_\_\_
4. **TELEPHONE:** \_\_\_\_\_
5. **NAME OF OFFICER OR DIRECTOR:** \_\_\_\_\_
6. **CONTACT PERSON:** \_\_\_\_\_  
  
**TITLE:** \_\_\_\_\_
7. **ADDRESS:** \_\_\_\_\_
8. **TELEPHONE** \_\_\_\_\_  
**FAX:** \_\_\_\_\_
9. **REASON FOR PERMIT:** \_\_\_\_\_
10. **LOCATION (exact):** \_\_\_\_\_
11. **DESCRIBE WHY USE OF PROPERTY IS REQUIRED: FOR ABOVE EVENTS** \_\_\_\_\_
12. **DATE OF ASSEMBLY:** \_\_\_\_\_ time \_\_\_\_\_
13. **PLANNED ACTIVITIES:** \_\_\_\_\_  
**Talent** \_\_\_\_\_  
**Table Games (specify type):** \_\_\_\_\_  
**Water Games (i.e. sprinkler):** \_\_\_\_\_

Amusement Rides (specify type): \_\_\_\_\_  
Parade (include route): \_\_\_\_\_

Animals (specify type): \_\_\_\_\_

Ministry: \_\_\_\_ Rally: \_\_\_\_ Music: \_ Live\_\_ or Recorded\_\_ \_\_/Location of music: \_\_\_\_\_

MUST BE IN ACCORDANCE WITH THE CITY'S CODE OF ORDINANCES. NO ELECTRONIC AMPLIFICATION IS ALLOWED. SEE ALSO PERMIT CONDITIONS

14. Other (explain) \_\_\_\_\_ WILL GET GENERATOR \_\_\_\_\_

15. Admission charge: Yes \_\_\_\_\_ No \_\_\_\_\_ x\_\_

16. Sanitary Facilities: Yes \_\_\_\_\_ No \_\_\_ Type and Location: \_\_\_\_\_

17. Special Requests (i.e. barricades): \_\_\_\_\_

18. Estimated number of participants: \_\_\_\_\_

Age Groups: Young children \_\_\_\_\_ Adolescents \_\_\_\_\_ Adults \_\_\_\_ x\_\_

19. Security to be provided: \_\_\_\_\_

20. Has the applicant previously sought permits for assemblies in public places? \_\_\_\_\_ If so, state when and where: \_\_\_\_\_

#### PERMIT CONDITIONS

All persons holding any event under a permit issued under this article or which would be within this article, although a permit was not obtained, shall be responsible for the following:

1. After the conclusion of the event, cleaning the area used for the event, removing all rubbish, trash garbage and debris, and returning said area to substantially the same condition it was prior to said event.
2. Paying to the City of Newburgh the cost of repairing or replacing any City Property damaged during the course of the event.
3. During an event, the use of mechanical or electrical amplification equipment for the playing music, speaking or other purposes shall be forbidden between the hours of 11 p.m. and 10 a.m. within 2,000 feet of any residence and shall be forbidden within 2,000 feet of any house of worship during the conducting therein of any worship service. All other municipal ordinances relating to noise shall remain in full force and effect.

### **INSURANCE REQUIREMENTS**

A certificate of Liability Insurance, covering the event to be held must be approved by the Corporation Counsel. The City of Newburgh must be a named as an additional insured on the Certificate with the limits of liability of at least one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate for bodily injury and fifty thousand dollars (\$50,000) for each occurrence and one hundred thousand dollars (\$100,000) aggregate for property damage. In instances where, in the judgment of the City Manager, unusual risk of liability are present, he may require a sufficient additional amount of insurance to indemnify the City against the additional risk of loss. The policy must be written by a company authorized to do business in New York State and must be acceptable to the City Manager.

### **APPLICATION REGULATIONS FOR PROCESSING**

The application required by Section 17-132 must be filed with the Office of the City Manager at least two weeks prior to the date on which the event is sought to be held. The application shall be reviewed by the Police Department, Fire Department, Department of Public Works and Recreation, who may recommend approval or disapproval. The Corporation Counsel shall review and approve, and upon payment of the required fee, the City Manager may approve the application and issue the permit subject to such conditions as are imposed by this article or in his discretion to protect the public health, safety, convenience and welfare.

THIS IS TO CERTIFY THAT I HAVE READ AND UNDERSTOOD THE WITHIN DESCRIBED CONDITIONS SET FORTH IN THE ORDINANCE AND WILL COMPLY AND OBSERVE ALL REGULATIONS AND LAWS AS STATED WITHIN THIS ORDINANCE FOR ASSEMBLIES IN PUBLIC PLACES.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

If organization, state name of organization and applicant's title in the organization:

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

### **FOR OFFICE USE ONLY**

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**Permit Fee Payment:**

Date\_\_\_\_ Receipt No. \_\_\_\_N/A\_\_\_\_\_

**Certificate of Insurance:**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Not Required \_\_\_\_\_:

\_\_\_\_\_  
**CORPORATION COUNSEL**

<b>Date</b>	<b>Department Name/Title</b>	<b>Recommendation</b>	<b>Adjustment</b>
_____	<b>Codes</b> _____	<b>Yes</b> _____ <b>No</b> _____	_____
_____	<b>Fire</b> _____	<b>Yes</b> _____ <b>No</b> _____	_____
_____	<b>Police</b> _____	<b>Yes</b> _____ <b>No</b> _____	_____
_____	<b>DPW</b> _____	<b>Yes</b> _____ <b>No</b> _____	_____
_____	<b>Recreation</b> _____	<b>Yes</b> _____ <b>No</b> _____	_____

**CITY MANAGER:** approved \_\_\_\_\_ denied \_\_\_\_\_

\_\_\_\_\_  
**RICHARD F. HERBEK**  
City Manager

\_\_\_\_\_  
**DATE**